



## CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1<sup>st</sup>**. Please make sure all sections are completed and all pages are initialed by the applicant. Incomplete applications will be returned to applicant.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas

### Fee must accompany completed application

At least 60 days prior to event  
**\$200.00**

59 to 30 days prior to event  
**\$400.00**

Less than 30 days prior to event  
**Denied unless approved by City Manager or designee**

**\$500/day** security deposit required for events held on public property or public right-of-way in the Riverwalk District

### PART I: EVENT REQUEST

**Event Name** International SuperYacht Society Gala

Purpose of event (check one): ☒ Fundraiser ☐ Awareness ☐ Recreation ☐ Other \_\_\_\_\_

Expected maximum attendance 350 Expected sustained attendance 350

Has this event been held in the past? ☒ Yes ☐ No

If yes, please list past dates, locations and attendance November 2, 2016, November 1, 2017, November

November 4, 2015 - Broward Center for the Performing Arts Wendt Terraces

**Detailed Description** (Activities, Vendors, Entertainment, etc.)

Reception activities in the exterior area in front of the Broward Center. Band performing until 12:00AM

**Location** Broward Center for the Performing Arts Wendt Terraces

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>10/31/2018</u>	<u>Wednesday</u>	<u>10:00AM</u> AM/PM	<u>6:00PM</u> AM/PM	_____
EVENT DAY 1:	<u>10/31/2018</u>	<u>Wednesday</u>	<u>9:30PM</u> AM/PM	<u>11:59PM</u> AM/PM	<u>350</u>
EVENT DAY 2:	_____	_____	_____AM/PM	_____AM/PM	_____
EVENT DAY 3:	_____	_____	_____AM/PM	_____AM/PM	_____
BREAKDOWN:	<u>11/1/2018</u>	<u>Thursday</u>	<u>12:01AM</u> AM/PM	<u>1:00AM</u> AM/PM	_____

\*events scheduled for more than 3 days will be subject to special council approval

### PART II: APPLICANT

Broward Center for the Performing Arts, Inc.

**Organization Name** \_\_\_\_\_ Phone: 954-522-5334

For-Profit ☐ Non-profit ☐ Private ☐ (as registered in Unbiz)

Address: 201 SW 5th Avenue City, State, Zip: Fort Lauderdale, FL 33312

rev 06/04/2018 applicant initials sgb staff initials BS CAM # 18-0881 1 of 6

Date of registration: \_\_\_\_\_ State registered in: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Email Address: sbradshaw@browardcenter.org Fax: \_\_\_\_\_

**Two Authorizing Officials for the Organization**

President: Kelley Shanley Phone: 954-468-3281

Secretary: Guilianna Lannert Phone: 954-468-3339

**Event Coordinator** Name Kirstie Gothard Will you be on-site? ☒ Yes ☐ No

Title: Special Events Catering MGR Phone: 954-660-6348 Cell: \_\_\_\_\_

E-mail address: kgothard@browardcenter.org Fax: \_\_\_\_\_

**Additional Contact** Name Shelly Bradshaw Will you be on-site? ☒ Yes ☐ No

Title: VP Of Operations Phone: 954-468-2696 Cell: 954-560-1062

E-mail address: sbradshaw@browardcenter.org Fax: \_\_\_\_\_

**Event Production Company** (if other than applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART III: EVENT INFORMATION**

All City permits must be obtained through the City's Department of Sustainable Development (DSD) Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

**Admission** \_\_\_\_\_ Yes ☒ No If yes, how much? \$ \_\_\_\_\_

**Alcohol For Sale** \_\_\_\_\_ Yes ☒ No **Alcohol For Free** ☒ Yes ☐ No  
If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.) \_\_\_\_\_

**Bartenders**

\*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

**Amusement Rides** \_\_\_\_\_ Yes ☒ No

If yes, name and contact of company: \_\_\_\_\_

What type of rides are you planning? \_\_\_\_\_

\*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.

**Electricity** \_\_\_\_\_ Yes ☒ No

\* Events requiring electricity must be permitted. [eventpower@fortlauderdale.gov](mailto:eventpower@fortlauderdale.gov)

Company: Supplied by onsite power at Broward Center License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment** ☒ Yes ☐ No

If yes, what type of entertainment will be there? Any notable performers?

Multi piece band

**Fencing or Barricades** ☒ Yes ☐ No

\* Include proposed fences in your Site Plan & Narrative

**Fireworks & Flame Effects** ☐ Yes ☒ No

Name & Contact of Company conducting the show: \_\_\_\_\_

\*A permit and Fire Watch is required for all pyrotechnics displays. [firemarshal@fortlauderdale.gov](mailto:firemarshal@fortlauderdale.gov)

**Food Vendors** ☐ Yes ☒ No

\* State Health Dept. Tara Palmer at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. Inspections during non-working hours cost will cost \$75 per hour.

**Music** ☒ Yes ☐ No

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc.):

Live and amplified

List the type of equipment you will use (speakers, amplifier, drums, etc):

Speakers, amplifiers, guitar, keyboard, drums

Days and times music will be played: 9:30PM-11:59PM Wednesday, October 31, 2018

How close is the event to the nearest residence? 300"

Soundproofing equipment? ☐ Yes ☒ No

**Parking Impact** ☐ Yes ☒ No If yes, lot location(s)? \_\_\_\_\_

Date(s) of Closure \_\_\_\_\_ Time(s) of Closure \_\_\_\_\_

\*All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. [eventtam@fortlauderdale.gov](mailto:eventtam@fortlauderdale.gov)

**Road Closings** ☐ Yes ☒ No If yes, define closure(s) \_\_\_\_\_

Date(s) of Closure \_\_\_\_\_ Time(s) of Closure \_\_\_\_\_

\*Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. To expedite the process you may want to select a pre-approved MOT plan.

**Bridge Closings** ☐ Yes ☒ No If yes, bridge location(s) \_\_\_\_\_

Date(s) of Closure \_\_\_\_\_ Time(s) of Closure \_\_\_\_\_

\*Closing a bridge requires submitting the United States Coast Guard issued Bridge Closure Approval Letter with the application to the Special Events Director for each agency affected BEFORE the Commission will vote on it.



**Sanitation & Waste**

Will the event encourage Recycling and Sustainability? ☐ Yes ☒ No

\*The Green Checklist in the Events Manual can help. **Recycling must be provided at all City events, facilities & parks.**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

All grounds must be cleaned up **immediately** after completion of event or you will be subject to fees. You are responsible for securing recycling services.

**Security/Police**

☒ Yes ☐ No

Who is your Police contact for officers and security planning?

Name Jeff Beauregard Phone 954-605-0693

\*Security companies and their plans must be approved and you may still be required to hire City Police. See below.

Security Company D.A.K. Security Contact JR Middlebrook Phone 305-634-8426

**Tents or Canopies**

☐ Yes ☒ No

No penetration of ground spike is allowed. All structures must be water-weighted.

Quantity and size of each? \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

\*A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).

**Toilets**

☐ Yes ☒ No

\*All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. They require a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.

**Transportation Plan**

☐ Yes ☒ No

\* Any events larger than 5,000 people must have an approved Transportation Plan. [eventtam@fortlauderdale.gov](mailto:eventtam@fortlauderdale.gov)

**Part IV: SECURITY AND EMERGENCY SERVICES**

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, MOT, transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs for services will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change after the meeting.

If Fire Rescue or Police staff are scheduled for the event then a minimum of four (4) hours for each Fire Rescue staff and a minimum of three (3) hours for each Police staff will be charged. Fire Rescue also charges 45 minutes to set up and 45 minutes to break down for each event. If the event is canceled then an event representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

**Fire Prevention and Emergency Medical Services**

Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Department of Sustainable Development (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. All other payments for services will be invoiced to the event coordinator and must be paid within thirty (30) days. For questions call the Fire Marshal at (954) 828-6370.

On-site Contact Name Shelly Bradshaw Phone 954-560-1062

## Police

Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company, their proposed security plan must be presented along with their business license and contact information with this event application. The Police will review the plan and inform you if it meets City requirements.

If a Fort Lauderdale Police vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of one million dollars (\$1,000,000) must be provided.

## PART V: RIVERWALK DISTRICT OUTDOOR EVENTS

Riverwalk Fort Lauderdale, Inc. will oversee all outdoor events held within the Riverwalk District. This includes use of Esplanade Park, Huizenga Park, Peter Feldman Park, Hardy Park, Sistrunk Park, Stranahan Park, Smoker Park and Laura Ward Plaza. The Riverwalk District is outlined below.

After your application submission, please contact the Riverwalk Director of Operations at 954-468-1541 x 205.



Vendor CIT10 CITY OF FT LAUDERDALE - PERMITS Check Date 6/20/2018 Check Number 083244

Ref Nbr	Inv Nbr	Inv Date	Invoice Amount	Amount Paid	Disc Taken	Net Check Amt
123489	SUPER YACHTGALA	6/15/2018	200.00	200.00	0.00	200.00

880150/04-18

4360173201

Pay to the Order of: City of Fort Lauderdale

Federal ID (if needed)

Address Line1: Parks and Recreation Attn: Barbara Smith

Address Line2: 1350 West Broward Boulevard

City: Fort Lauderdale

State: Florida Zip: 33312

Amount \$: \$200.00 Date Check Required: June 22, 2018

Description of Goods or Services: Permit Application fee for the International SuperYacht Society Gala

## Delivery Method (check one):

☐ Return to Requestor Mail to the address above☒ Mail CK

## Budget / Project Information (Required):

Acct #: 6105

Project #: MR21319

Dept #: 193

Approved by: Shelly Bradshaw

Approval Signature:

Department: 193

RECEIVED

JUN 26 2018

IN ACCTS PAYABLE